



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
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LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1560.1G  
NCO

**JUN 07 2000**

### NAS LEMOORE INSTRUCTION 1560.1G

From: Commanding Officer, Naval Air Station, Lemoore

Subj: VOLUNTARY EDUCATION PROGRAM

Ref: (a) OPNAVINST 1560.9  
(b) CNETINST 1560.3D  
(c) SECNAVINST 5211.5D  
(d) Tuition Assistance Manual

1. Purpose. To publish clear and concise policy regarding voluntary education aboard Naval Air Station (NAS) Lemoore and assign responsibilities to ensure compliance with guidance contained in references (a) through (d).

2. Cancellation. NASLEMINST 1560.1F

3. Background. The Navy is committed to an educated force and supports the pursuit of learning by its members during their off duty hours. It is an established fact that education contributes to the Navy's four "R's": Recruiting, Readiness, Retention and Respect. Therefore, NAS Lemoore strongly advocates voluntary education as a means of enhancing the personal and professional lives of all assigned personnel. To that end, NAS Lemoore is committed to providing the broadest range of quality educational programs and services possible.

4. Discussion

a. Reference (a) outlines the Navy's Voluntary Education Program and provides broad guidance for its implementation. Reference (b) sets forth more specific policies and procedures with respect to voluntary education. Reference (c) addresses Privacy Act issues as they apply to education programs. Reference (d) articulates Navy and Marine Corps Tuition Assistance (TA) policy.

b. The Director, Navy College Office (NCO) Lemoore is the Commanding Officer's principal advisor on educational matters and is responsible for all aspects of the Navy College Program aboard NAS Lemoore.

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5. Scope. To ensure uniformity of procedure, this instruction also applies to all tenant commands and outside activities that utilize the services of NCO Lemoore.

6. Action

a. NAS departments and tenant commands shall encourage and support personnel in pursuit of their off duty educational goals. Also, Sailors who can benefit from the Navy College Learning Center services should be identified and referred.

b. Personnel applying for TA must submit a completed Application for Tuition Assistance (NAVMC Form 10883) to the NCO prior to the start of classes. Only commanding officer's, executive officer's, officer's in charge or personnel with "by direction" authority may certify that a Sailor's duties will allow pursuit of course. To facilitate the success of Sailors with no prior college, their initial enrollment shall not exceed a half-time student load. Additionally, per reference (d), commanding officers may disapprove the use of TA if a Sailor:

(1) Has a work, operational or TAD conflict which would prevent him/her from completing the course(s).

(2) Is performing poorly on the job or on advancement examinations.

(3) Has been a disciplinary problem or is a prisoner.

(4) Is on medical hold and it cannot be confirmed that he/she will be on active duty the whole length of the term.

NCO personnel with approving authority shall ensure that all other eligibility criteria, e.g., prerequisites, have been met prior to authorizing TA.

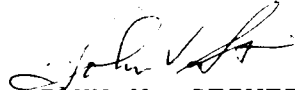
c. All Education records subject to the Privacy Act, e.g., credit evaluations, counseling notes, transcripts, and TA documents shall be maintained per reference (c).

d. All personnel desiring off duty educational services are to be referred to the NCO. Also, to ensure that groups receive accurate information, educational briefings, if not given by Navy College, must be cleared through that office.

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e. All correspondence course registrations and external degree program applications shall be processed through the NCO.

  
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